

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

**SUPERVISING ACCOUNTS EXAMINER**

OFFICE OF THE COMMISSIONER

FISCAL SERVICES DIVISION

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on the current exam list for Supervising Accounts Examiner, state employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer as mentioned below.

**Location:** 410 Capitol Avenue, Hartford, CT

**Job Posting No:** OC23496

**Schedule:** Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week

**Salary Range:** \$82,534.00 - \$107,280.00

**Posting Date:** May 8, 2015      **Closing Date:** May 15, 2015

**Eligibility Requirement:**

Candidates must have applied for and passed the Supervising Accounts Examiner exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Duties include:** scheduling, assigning, overseeing and reviewing the work of three Associate Accounts Examiners (Fiscal Contract Monitors) who are responsible for fiscal review of annual contract budgets, financial reports and records, contract budget revision requests and on-site field work. Incumbent is also responsible for 45 Region I private non-profit provider contracts. Reviews contract pre-authorization forms and composes requests to OPM for approval to contract; provides staff training and assistance to AAE staff; conducts annual performance evaluations of AAE staff; in consultation with the Director of Program Monitoring and Fiscal Review, determines priorities and plans the work of the unit, establishes and maintains operational procedures for the functions of the unit, develops reports and correspondence, develops and/or makes recommendations in the development of policies, procedures and standards related to contracts and contracting processes, acts as liaison with other DMHAS Units (Health Care Systems, Prevention, Budget, Health Care Finance, State Operated Local Mental Health Authorities), other state agencies (Office of Policy and Management, Office of the Attorney General, DCF, DOC, DMR, DPH) in addition to contractors and CPA companies; other related duties as required.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

DMHAS/Office of the Commissioner  
Human Resources 4<sup>th</sup> Floor  
410 Capitol Avenue,  
Hartford, CT 06106  
Fax: (860) 418-6697  
[Maria.D.DeJesus@ct.gov](mailto:Maria.D.DeJesus@ct.gov)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. **(P-5)**